



## **Data Protection Statement for The Spark Group**

**June 2024**

At The Spark Group, we value your privacy and are committed to protecting your personal data. This statement explains how we collect, use, store, and secure your information in accordance with data protection laws. Please take a moment to read and understand our practices.

### **Data Controller**

The Spark Group will be responsible for processing elements of personal data. If you have any questions, please contact us using the details provided at the end of this statement.

### **Types of Personal Data Collected**

Given the nature of our business we may collect and process various types of personal data, such as contact details, employment information, financial details, demographic information, and any other information you provide voluntarily.

### **Purposes of Data Processing**

We process your personal data for purposes such as:

- providing requested services
- managing customer relationships
- processing payments
- submitting funding returns
- communicating with you
- improving our offerings
- complying with legal obligations
- and ensuring the safety of our company and customers.

### **Legal Basis for Processing**

We only process your personal data when there is a lawful basis to do so, such as fulfilling a contract, pursuing legitimate interests, obtaining your consent, or meeting legal obligations.

### **Data Sharing and Transfers**

We may share your personal data with trusted third parties who assist us in providing our services. If we need to transfer your data outside the European Economic Area (EEA), we will ensure appropriate safeguards are in place.

### **Data Retention**

We retain your personal data for as long as necessary to fulfill the purposes mentioned, unless longer retention is required by law. Once data is no longer needed, we securely delete or anonymise it.

### **Data Security**

We have implemented appropriate measures to protect your personal data against unauthorised access, disclosure, alteration, or destruction. Our security practices are regularly reviewed to ensure ongoing data protection.

### **Your Rights**

You have certain rights regarding your personal data, including accessing, correcting, erasing, restricting or objecting to processing, data portability, and withdrawing consent. For any queries or to exercise your rights, please contact us using the details provided below.

### **Updates to this Statement**

We may update this statement as needed to reflect changes in our practices or legal requirements. The revised version will be effective from the date of publication on our website.

### **Contact Information**

If you have any questions, concerns, or requests regarding this statement or our data protection practices, please reach out to us using the following details:

The Spark Group  
13 St Dominic's Place  
Email: Daniel@thespark.group  
Phone: 07818 410292

Approved by:	Daniel Canavan
Signature:	Daniel Canavan
Date:	14/06/2024

